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Attachment #3
OSA 0246-69

ANNEX III

ADMINISTRATION

I. Administrative Concept:

The Project Headquarters Representative at Det 42 is available to assist the C-130 Detachment Commander in the proper interpretation of the Organization's Regulations to solve the normal administrative problems in the field. Responsibility for interpretation of the Air Force Regulations affecting the C-130 Detachment rests with the C-130 Detachment Commanding Officer.

II. Personnel Administration:

A. General: C-130 Detachment Table of Organization will be composed of Military personnel detailed to the Organization.

B. Personnel Records: Official records will be maintained by Headquarters for detailed military personnel.

C. Leave of Absence: Leave will be approved by Detachment Commander in line with operational requirements of this unit and will be reported to the Project Headquarters on AF Form 1710-3. Leave outside the United States will not be authorized by the Detachment Commander without prior Headquarters approval.

D. Effectiveness and Performance Reports: The Commander of the Detachment will be responsible for the timely submission of the Effectiveness Reports and Performance Reports of the assigned military detailees as required by Project Headquarters.

E. Promotions: Military promotions will be administered in Headquarters with recommendations requested from the C-130 Detachment Commander as required.

USAF Declassification/Release Instructions On File

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III. Travel:

A. Travel Orders: Blanket TDY military travel orders will be provided by Det 42 as required. Two copies of each will be forwarded to Headquarters periodically.

B. Travel Fund Citation: 5793400 309-6115 407800
407 408 409 S503700. CIC 44 961 4078 S503700.

IV. Registry:

A. Procedures: The procedure for packaging and labeling C-130 Detachment pouch traffic will be in accordance with Organization Regulations as determined by the Project Headquarters representative at Det 42.

V. Finance:

A. Funding: Funding will be provided for the Detachment by the Project Representative at Det 42 for minor items.

VI. Regulatory Issuances: Three copies of all Detachment C-130 originated regulatory issuances will be provided to Project Headquarters.

VII. Monthly Activity Report:

The Detachment Commander will forward to Project Headquarters a Monthly Activity Report covering administrative support, materiel, operations and security. This report will be due NLT the 15th of the subsequent month and will not preclude immediate notification of Headquarters on any problem areas.

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